

Agency Information (LEA or Service Area):
 LEA Name:
 ISD/Service Area Name: Genesee

Date Submitted: 1/14/2008
 Date Approved:
 First Quarterly Report Due: March 1

Improvement Plan

Determinations

Focused Monitoring

SPSR

Indicator/Object of Improvement: (Check only one per form.)

Part B		Part C	
<input type="checkbox"/> Graduation/dropout rate	<input type="checkbox"/> Disproportionality	<input checked="" type="checkbox"/> Timely services	<input type="checkbox"/> Transition
<input type="checkbox"/> Outcomes	<input type="checkbox"/> Child Find & referral	<input type="checkbox"/> Natural environments	<input type="checkbox"/> Procedural safeguards
<input type="checkbox"/> Suspension/expulsion rate	<input type="checkbox"/> Identification	<input type="checkbox"/> Outcomes	<input type="checkbox"/> Identification
<input type="checkbox"/> Educational settings	<input type="checkbox"/> Evaluation & assessment	<input type="checkbox"/> Public awareness/Child Find	<input type="checkbox"/> Evaluation & assessment
<input type="checkbox"/> Family involvement	<input type="checkbox"/> Other: <u>25 char. limit</u>		<input type="checkbox"/> Other: <u>25 char. limit</u>

Description of Findings:
 A record review revealed two issues in regards to timely delivery of services. The first being that there was no mechanism in place to document when Part C services were started and the second issue was the delivery of Part B services may not begin within 30 calendar days of when the IFSP/IEP was signed by the parent.

Evidence of Change (correction + improvement):
 The central file will contain information documenting that 100% of Part C and Part B services are started within 30 calendar days of when the parent signs the IFSP.

Tasks (strategies/methods/practices)	Justification for tasks/activities	Person responsible for task	Task due date	Task documentation/ products	Task evaluation/ measurement
<input type="checkbox"/> Data List specific tasks/activities here	Explain how this task relates to evidence of change	**Select Level** Insert name and title		List items that substantiate change	List method(s) and measure(s) of task follow-up
<input type="checkbox"/> Supervision List specific tasks/activities here	Explain how this task relates to evidence of change	**Select Level** Insert name and title		List items that substantiate change	List method(s) and measure(s) of task follow-up
<input checked="" type="checkbox"/> Collaboration Meet with the special education directors for Flint Community schools and Genesee ISD to discuss year round services.	Part B services for children birth to age three are not currently offered during the summer in Genesee County.	Early On coordinator Jennifer Lee and Mary Rickard, teacher consultant and LICC subcommittee	1/1/2008	Minutes from the meeting and sign-in sheet. Year round calendar for special education will be explored and obstacles will be identified.	School services will be held within 30 calendar days of parent signature.
<input type="checkbox"/> Infrastructure/resource management List specific tasks/activities here	Explain how this task relates to evidence of change	**Select Level** Insert name and title		List items that substantiate change	List method(s) and measure(s) of task follow-up
<input checked="" type="checkbox"/> Policy/procedure Create form to document the start of services and indicate family exceptional circumstances if the service was unable to begin within 30 days of parent consent due to family reason.	Currently there is no procedure for documenting that services have started in a timely manner.	Early On coordinator Jennifer Lee and Mary Rickard, Teacher Consultant	9/13/2007	Form created and distributed to service coordinators.	Quarterly record review of 25 files will indicate 100 % services start within 30 days.

Continuous Improvement & Monitoring System

Tasks (strategies/methods/practices)	Justification for tasks/activities	Person responsible for task	Task due date	Task documentation/ products	Task evaluation/ measurement
<input type="checkbox"/> Communication List specific tasks/activities here	Explain how this task relates to evidence of change	**Select Level** Insert name and title		List items that substantiate change	List method(s) and measure(s) of task follow-up
<input checked="" type="checkbox"/> Technical assistance/ professional development Service coordinators are trained in the use of the new form and what constitutes an exceptional family circumstance.	Service coordinators will be required to complete the new forms.	Early On coordinator Jennifer Lee and Mary Rickard, teacher consultant	5/13/2008	New form distributed and explained at service coordinator's meeting.	Record review indicates that new form is completed, in central file, and indicates services started in timely manner 100 % of the time.
<input checked="" type="checkbox"/> Other Develop a plan to coordinate IEP's so that school services begin within 30 calendar days of the parent signing the IEP.	Currently children do not always receive services within 30 days of signing the IEP.	Early On coordinator Jennifer Lee; Mary Rickard Teacher Consultant, EOT&TA from CCRESA	6/1/2008	Plan is developed and in place.	Children will begin receiving services within 30 days of when their parent(s) sign the IEP.